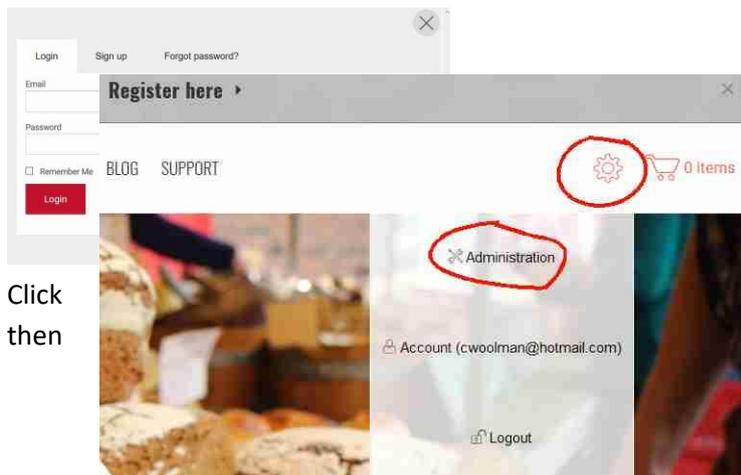


Using the Hub



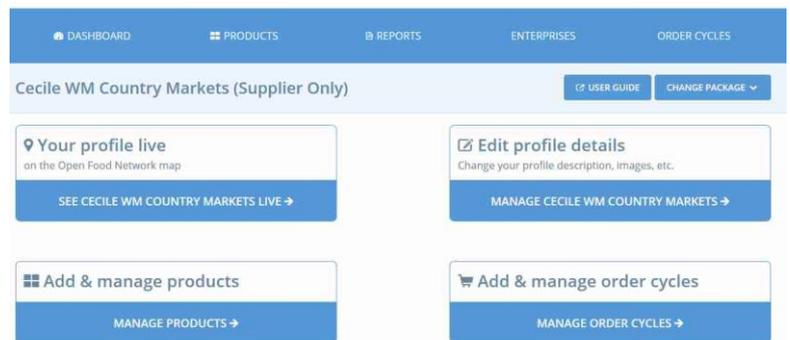
Go to www.openfoodnetwork.org.uk and click on the login (if you have just activated your account you may be taken straight to the next step).



Click then

on the cog by the shopping basket & on **Administration**.

You will now be in what is called the **Dashboard**, a central place from where you can go to all the other areas of your account. In passing, note the button for **User Guide** towards the top right. This contains lots of information on how to use the system. If you ever get stuck go back to the dashboard and click on the user guide.



For now, click on **Edit profile details**

The only thing you need to look at here is under the **PRIMARY DETAILS**. Make sure that you check **NOT VISIBLE** if you are a Country Markets producer. If you are an artisan producer you might want to be visible as it shows people where you operate from. All it does is put a pin on the map for your address. For Country Markets producers we want to avoid a forest of pins obscuring where the markets are.

If you make changes you will have to click **UPDATE** (sometimes **SAVE**) at the bottom, otherwise the change will not be saved. You have to watch for this constantly whenever you add to, or alter, entries. Sometimes the update button is not visible until you scroll down the page. Generally, the software doesn't remind you if you move on, forgetting to update.

The screenshot shows a form titled 'PRIMARY DETAILS' for a product named 'Jo Soap'. On the left is a sidebar menu with options: PRIMARY DETAILS (selected), ADDRESS, CONTACT, SOCIAL, ABOUT, BUSINESS DETAILS, IMAGES, and PROPERTIES. The main form area contains the following fields and options:

- NAME: Jo Soap
- PRIMARY PRODUCER? What's this?: PRODUCER
- VISIBLE IN SEARCH? What's this?: VISIBLE NOT VISIBLE

At the bottom right of the form are two buttons: 'UPDATE' and 'CLOSE'.

You can explore all the other areas, if you wish. They contain the details that you entered when you registered. You can change any of them here (Don't forget the **update** button!).

Which market(s) will you sell through?

The screenshot shows the 'Enterprises' page in a dashboard. The top navigation bar includes: DASHBOARD, PRODUCTS, REPORTS, ENTERPRISES (highlighted in green), and ORDER CYCLES. Below this, a sub-navigation bar has 'ENTERPRISES' and 'ENTERPRISE RELATIONSHIPS' (circled in red). The main content area is titled 'Enterprises' and includes a search box labeled 'Search By Name', a 'USER GUIDE' button, and a 'COLUMNS' dropdown menu. Below these is a table with the following data:

NAME	PRODUCER?	PACKAGE	STATUS	MANAGE
Cecile WM Country Markets	Producer ▼	Profile ▼	▼	MANAGE →

None of the market Hub managers can add your goods to an order cycle unless you give them permission to do so. To do this click on **ENTERPRISES** at the top of one of the main pages and then click on **ENTERPRISE RELATIONSHIPS** (circled here in red).

Now you will see which markets your goods can be sold at. Initially there will be none.

Click on the Blue button & add your name. Click on the green button and add a market. For the W. Midland Country Markets Hub you will choose from Balsall Common, Bentley Heath and Wythall & Hollywood. You will need to check the boxes to say what those markets can do. At minimum it should be “to add to order cycle”. In practice, for most market producers, you are better off checking “everything” as it helps us correct errors & sort out problems. We will only do it in consultation with you. An artisan producer might feel uncomfortable granting us this degree of control and choose fewer boxes -though the same thing about error-correcting & problem-solving applies.

After adding a market click on **create** and the information will be saved plus you’ll be given another row of boxes to add another market.

When you give a market permission to list your goods then you are committing yourself to dropping off the goods at those markets, even if the order is very small. You are also always legally liable for your own produce. For Country Markets producers, if you follow handbook rules you are covered by market insurance in the usual way. If you are an artisan producer then you need to be covered by your own insurance and to be compliant with Health & Safety regulations, just as you must be for your business. We will need a copy of it (a picture of it taken with your phone is fine).

Here is an example of the enterprise relationships for one producer.

	permits		<input type="checkbox"/> EVERYTHING <input type="checkbox"/> TO ADD TO ORDER CYCLE <input type="checkbox"/> TO MANAGE PRODUCTS <input type="checkbox"/> TO EDIT PROFILE <input type="checkbox"/> TO ADD PRODUCTS TO INVENTORY	CREATE
Cecile WM Country Markets	permits	Balsall Common Country Market	to add to order cycle to add products to inventory to edit profile to manage products	
Cecile WM Country Markets	permits	Bentley Heath Country Market	to add to order cycle to add products to inventory to manage products	
Cecile WM Country Markets	permits	Wythall&Hollywood Country Market	to add to order cycle to add products to inventory to manage products	

When you click on the green box you will see all the distributors in the U.K. Open Food Network. Should you wish other distributors to list your goods it is perfectly possible but you would need to contact them first to see whether they would be willing to list your products.